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Miami-Dade County, Florida

RFP No. XXX

SCOPE OF SERVICES

Miami-Dade County herein referred to as the "County", through the General Services Administration, Risk Management Division (RMD), is seeking proposals for the selection of an insurance broker to provide brokerage and related services for a Property Insurance Program (the "Program") for Miami Dade Water and Sewer Department (WASD) properties. WASD operates the County's water and wastewater systems which serves 367,000 retail customers within the County and provides large-scale wholesale water and wastewater service to municipalities.

The selected Broker, after any award is issued, will be authorized to go out into the insurance marketplace to assist the County in procuring an insurance program which best suits the County's needs at the most economical price. The selected Broker shall also provide broker services that will assist the County in managing the Program. Required broker services and underwriting information are further defined herein.

The County anticipates awarding a contract for a three (3) year period, with three (3) one-year options to renew, at the County's sole discretion.

This broker selection process only applies to this Program and does not apply to any other programs purchased by the County.

2.2 REQUIREMENTS AND SERVICES TO BE PROVIDED

A. Minimum Qualification Requirement

The minimum qualification requirement for this RFP is the individual who will be primarily responsible for the account for the selected Broker must be a licensed insurance agent in the State of Florida, at the time of the proposal due date. This requirement is also a continuing condition for the duration of any contract issued as a result of this RFP wherein the individual assigned by the selected Broker to be primarily responsible for the account shall be a licensed insurance agent in the State of Florida.

B. Other Qualifications

Notwithstanding the minimum qualification requirement listed herein, the selected Broker should have experience in placing property risks in excess of \$1,000,000,000 in the South Florida Area.

C. Services to be Provided

The selected Broker shall:

1. Design specifications and market the Program for coverage when instructed to do so by RMD, including assisting RMD in the completion of all applications, documents and gathering data which may be requested by insurance companies.

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2. Suggest alternative risk financing vehicles to reduce the County's cost of risk.
3. Perform CAT modeling analysis to assist the County in determining appropriate deductible/self-Insurance levels and insurance limits.
4. Analyze proposals received from various insurance companies and other parties, negotiate changes for the benefit of the County and verify the reasonableness of the price for the coverage provided.
5. Provide the County with a summary of various Program options, including but not limited to: limits, coverages, retention levels, terms, conditions and payment options.
6. Make recommendations to the County as to the most advantageous Program which provides the highest level of coverage at the best possible price to meet the County's needs and objectives.
7. Provide analysis and recommendations as to the most cost effective means for addressing the County's property exposures.
8. Represent the County in all negotiations with insurers, underwriters and other parties with regard to the Program.
9. When instructed to do so by RMD, administer the placement of coverage and provide original binders, policies and endorsements as required in the timetable specified by RMD.
10. Provide extensive review of binders and policies including verification of conformity to specifications. Request any necessary endorsements/changes/revisions that may be required.
11. Prepare an easy to read chart of the Program including limits, pricing and coverages by layer.
12. Provide binders and policies in a single 3 ring binder with a table of contents evidencing layers and limits in the Program in an easy to follow format.
13. Provide insurance coverage summaries/descriptions as requested by RMD.
14. Assure that insurance policies are placed with reputable and financially responsible insurers, including keeping RMD informed of any changes in rating of the insurers and making recommendations should ratings change during the policy term.

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15. Continually evaluate the Program and recommend coverage changes and improvements to provide the highest level of coverage at the least possible cost to the County.
16. Oversee and coordinate all relevant services performed by insurance companies/underwriters or any service agencies, retained for Program related issues and concerns.
17. Perform administrative and clerical services relative to account management, including but not limited to, issuance of certificates of insurance, verification of the accuracy of bills, audits and all premium adjustments.
18. Submit all premiums/payments to carriers and other parties. All payments/premiums will be made to selected Broker.
19. Assign an Account Executive to this Program who will be responsible for communication with RMD and who, along with any other team members assigned, must be available on a daily basis to RMD for advice and consultation on Program related issues and concerns. **The individual primarily responsible for the account must be locally situated due to size and complexity of the Program and extensive services required.**
20. Assist the County in maintaining and updating schedules of values and schedules of insurance.
21. Attend meetings related to this Program with RMD staff and other parties, as requested.
22. Review any related insurance company audits for accuracy.
23. Act as a liaison between RMD and the carriers to resolve claims.
24. Advise the County, when requested, on coverage application to specific claims.
25. Maintain accurate claim data on an accident date basis and provide the County with status reports, in the form and frequency agreed upon with the County.
26. Assign a claim adjustment firm to handle claims for all layers of coverage.
27. Promptly file all claims with all applicable insurers.
28. Coordinate meetings with claims adjusters and the County.
29. Attend claims meetings as requested by the County.
30. Negotiate prompt settlement of claims with adjusters/underwriters.

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31. Consult with the County regarding the proposed counsel the selected Broker plans to use, if necessary, with any claim. (The County reserves the right to approve legal counsel prior to appointment.)
32. Act as a liaison between any loss control professionals and the County relating to this Program.
33. Assist the County in developing scope of services for specifications for loss control firms.
34. Attend loss control meetings as requested by the RMD.
35. Review all loss control reports and consult with County to ensure that significant recommendations are addressed.
36. Review loss control reports and monitor corrective action as recommended by loss control consultants.
37. Maintain copies of all inspection reports issued for the job site(s).
38. Identify locations to be covered by NFIP policies if requested.
39. Request flood zone determinations if requested.
40. Complete application for coverage with pertinent information including photographs of location to be covered if requested.
41. Provide NFIP quotation to RM if requested.
42. Send application for NFIP coverage for issuance of policy if requested.
43. Submit payment to NFIP carrier. Payment will be made to selected Broker.
44. Review all NFIP policies for accuracy.
45. Keep accurate schedule of locations and limits of NFIP policies.
46. Furnish continuing advice and counsel to the County.
47. Provide other related services as requested by RMD.

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